



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

P. O. BOX 269101
Sacramento, CA 95826-9101

NUMBER

03-43

15 October 2003

EXPIRATION 31 DECEMBER 2003

THRIFT SAVINGS OPEN SEASON

15 OCTOBER – 31 DECEMBER 2003

1. **Thrift Savings Plan (TSP) Open Season:** Thrift Savings Plan (TSP) open season begins 15 October and ends 31 December 2003. During open season, employees covered by Federal Employees Retirement System (FERS) may elect to contribute to the TSP up to **14%** of the basic pay they earn each pay period; employees covered by the Civil Service Retirement System (CSRS) may elect to contribute up to **9%** of the basic pay they earn each pay period. In addition, participants who are age 50 and older may elect to contribute up to \$3,000 in 2004.

2. **How to make a contribution election:** To make a contribution election, complete Form TSP-1, Election Form, and forward it to the Directorate of Human Resources (Box 37), P.O. Box 269101, Sacramento, CA 95826-9101. **Faxed copies will not be accepted.** Election forms must be in the Directorate for Human Resources (HRO) **by close of business 31 December 2003.** If you have a remote designee at your facility, please complete your election form in a timely manner to allow for mailing to the Directorate of Human Resources to meet the 31 December 2003 suspense. Election forms received after 31 December 2003 will be returned without action.

3. **When elections become effective:** The effective date of your election depends on the date received in Directorate for Human Resources. If your election is received before 13 December 2003, it will become effective the first full pay period in December. If your election is received after 13 December 2003, it will become effective no later than the first full pay period after receipt.

4. You may invest in any of the five TSP investment funds: To change the investment of future contributions to your TSP account, you must request a contribution allocation. To change the investment of money already in your account, you must request an inter-fund transfer. To request a contribution allocation or an inter-fund transfer, use the TSP web site at www.tsp.gov, the ThriftLine (504) 255-8777, or Form TSP-50, Investment Allocation.

5. TSP benefits that apply to members of the military: Members of the military who have been activated and return to Federal service:

a. You may makeup contributions to your civilian TSP account for the period of time you missed as a result of your military service. The amount of these contributions will be determined by your TSP contribution election that was in effect immediately before your entry into active military duty.

b. You may make a retroactive contribution election to terminate the contributions **or retroactive contribution election(s) for any open season that occurred during your military service.**

6. Remember: For technicians covered under FERS, TSP is the most important part of your retirement. Without your TSP contributions and matching funds, your retirement annuity most likely will not be sufficient to meet your needs in retirement.

7. POC: If you need assistance, contact Ms. Lisa Nagata, Human Resource Specialist, CAGNET 63601, DSN 466-3601, or (916) 854-3601

FOR THE ADJUTANT GENERAL:



STUART D. EWING
First Lieutenant , CA ANG
Deputy, Human Resource Officer

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